

Health & Safety Incentive Policy

January 2023

A. Introduction

IPS★ITCS Health & Safety Incentive is designed to:

1. Ensure that all incidents and accidents are reported.
2. Reward the individuals and teams for working safely.
3. Comply with regulatory standards.

All incidents (accidents resulting in injury or causing illness to Company employees) and events (near-miss accidents) shall be reported in order to:

1. Establish a written record of factors, which cause injuries and illnesses and occurrences (near-misses), which might have resulted in injury or illness but did not, as well as property and vehicle damage.
2. Maintain a capability to promptly investigate incidents and events in order to initiate and support corrective and/or preventive action.
3. Provide statistical information for use in analyzing all phases of incidents and events involving Company personnel.
4. Provide the means for complying with the reporting requirements for occupational injuries and illnesses outlined in Section 19 of the Occupational Safety and Health Act of 1970.

B. Idea Behind the Incentive

The idea of the Health and Safety Incentive is to ensure that as a company and as individuals we do not hurt one another, our team members and that we all benefit from the safe working environment we aim to maintain. It is in no way intended to reduce the reporting of accidents or incidents that may occur.

1. Milestones

Project Specific

During and or at the completion of a specific project we would often have milestones that would be celebrated if our specific team or the site achieved this without a recordable incident.

Yearly

Should a team of people, individuals a region or site achieve a year without a recordable incident this would generally be recognized to qualify for a milestone. A recordable incident within the organization could be deemed but not limited to:

- First aid or medical treatment
- Property damage
- Lost-time incident

2. Rewards

The rewards that can be offered may vary from any other the following,

a. Monetary

A cash payment (taxed at applicable rates) would be made to the person, team, region that achieved the specific milestone.

b. Charitable Donations

A donation would be made to a charity that is recognised by the team members and the company.

c. Specific Awards

On some occasions specific safety awards are given out to team members. The items could be anything from a trophy, gift certificate or specific item that will benefit the team member to perform their daily activities safely.

d. Site Participation

On some projects or sites there may be safety incentive schemes that are already in place, and it may be decided that there are benefits in our company participating in these rather than having a standalone program.

C. Modification & Cancellation

These types of programs are for the benefit of the health and safety of the company and its team members and can be modified at any time. It will be communicated to all people affected by any changes to the program as soon as is practically possible.

Revision History

Rev	Rev Date	Rev By	Approved By	Description
1.0	1.3.2022	Shayne Torrans	Shayne Torrans	Initial Procedure Document
1.1	12.20.2022	Shayne Torrans	Shayne Torrans	Format Revision

Approvals:

Procedure Owner

Print Name

Date

Signature

Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>

Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.

This employee has not attained the competency level.

*

* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: _____

Signed By	Employee: _____	Date: _____
	Trainer: _____	Date: _____
	Assessor: _____	Date: _____
	Regional Manager: _____	Date: _____

Environmental Aspects and Impacts

Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
Purchasing & Administrative Work	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
Climate Control	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
Cleaning of – offices / vehicles	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
Transport (Fleet vehicles / staff travel)	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
Operations		

Sample only.
To be filled in

Risk Assessment



Risk Assessment // insert name here

<p>Step No: Logical sequence</p>	<p>Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps.</p> <p>Each step should be logical and accomplish a major task.</p>	<p>Potential Safety & Environmental Hazards/Impacts at the site of the Job</p> <p>Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.</p>	<p>Risk Rating</p> <p>Refer to the risk matrix or HSEQT.PRO. Risk Mgt</p>	<p>Recommended Corrective Action or Procedure</p> <p><i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i></p> <p>Document who is responsible for implementing the controls to manage each hazard identified.</p>	<p>Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt</p>
1.					
2.					
3.					
4.					
5.					

Audit



Process: insert// Procedure: Insert //		Date:	Audited by:	
		Location of Audit:	Area Mgr/Supervisor:	
Item	Question	Evidence Sited	Comments	Conformance Score 0,3,5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
AUDITOR'S SIGNATURE:		CONFORMANCE SCORE: / 25		0 – Non-Conformance 3 – Continuous Improvement Opportunity 5 – Total Conformance
SAFETY REP'S SIGNATURE:		CONFORMANCE %:		